

How to report an incident to the Command Post

- Follow proper radio procedures to contact the NCO, state if Priority 1 or 2
- Give Location, then wait for NCO to prompt you to continue
 - For the address (or any other number) say each digit individually. For example, 1632 would be reported as “one six three two”, not “sixteen thirty-two”
- Give the incident as Category (FIRE, HAZARD, BUILDING DAMAGE...) followed by the string of numbers for the entries in each field of that category. Do not report categories that have no entries (ie. don't even mention a category where the fields would all be zero). If you have something for the COMMENTS field, precede your reading with “Comment”

CERT - DAMAGE ASSESSMENT FORM

DATE: 5/8/21		EVENT:		PERSON RECORDING / ID#: DA-C										PAGE #: 1 of									
Incident #	Reported	Priority	LOCATION	BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	LIGHT	MODERATE	HEAVY	IMMEDIATE *	DELAYED	TRAPPED	DEAD	ACCESS	NO ACCESS	OTHER	ASSIGNED	COMPLETED	COMMENTS	
#	TIME	By	LOCATION	FIRE	HAZARD	BUILDING Damage	PEOPLE	ROAD															COMMENTS
12	1021	C	1	283 Diablo Ave			1	1	0	0			0	0	2	0							trapped people are Immediate

For example, the figure above shows a portion of the DA form for DA-charlie. The radio traffic to call this in would be something like:

DA-C - “Net Control, D A charlie with a priority 1 incident” *<pause>*

NCO “D A charlie, go ahead”

DA-C - “Location: two eight three Diablo Avenue” *<pause>*

NCO - “D A charlie, go ahead”

DA-C - “Hazard: one, one, zero, zero; People: zero, zero, two, zero” *<pause>*

NCO - “D A charlie go”

DA-C - “Comment: both trapped people also immediate. *<brief pause>* End of report”

NCO - “D A charlie, copy. Your incident number is twelve, figures one two”

<D A Charlie records incident number on their form.>

Changing the status of an existing incident

DA-C - “net control, D A charlie” *<pause>*

NCO - “D A charlie, go ahead”

DA-C - “I have an update to incident number one two” *<pause>*

NCO - “D A charlie, go ahead”

DA-C - “Hazard: zero, one zero zero; People: zero, zero, two, zero; End of report”

NCO - “Copy D A charlie”